



Zangle

Tracking CBEDS

Elementary Schools
Version 1.5
Updated August 27, 2008

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About CBEDS

WHAT IS CBEDS?

CBEDS stands for California Basic Educational Data System (CBEDS). California public schools (K-12) provide the State with information about numerous aspects of education, including the use of certificated staff, through CBEDS.

To comply with CBEDS requirements, the district's Research and Reporting Department needs you to track the non-teaching roles filled by certificated teaching and certain certificated non-teaching staff. Not all non-teaching staff members are tracked. Principals, vice principals, counselors, nurses, librarians, and itinerant staff who travel from school to school are not tracked. You will track this information in Zangle using a set of "courses" in the 9900-series of course numbers, as described in this document.

WHAT WILL I NEED TO DO?

You will need to do the following:

1. Look at the 9900-series courses used by elementary schools. *See page 2.*
2. Use **Faculty Editor** to flag certificated staff members—those who fill the roles described by the 9900-series courses—as teachers. *See page 3.*
3. Use **Master Schedule Editor** to assign the appropriate courses to the certificated staff members, according to their roles. *See page 4.*

Note: If you are already using one of the course numbers, contact Cathy Nunez in the Research and Reporting Department at (619) 725-7374 or cnunez@sandi.net for assistance.

9900-Series Course List for Elementary Schools

FOR INSTRUCTIONAL STAFF

Note: These courses are for assigned full-time staff, not itinerant staff.

| Course Number | Course Title |
|---------------|--|
| 9901 | Prep Time Art |
| 9902 | Prep Time Computer Education |
| 9903 | Prep Time Foreign Language |
| 9904 | Prep Time Math |
| 9905 | Prep Time Music |
| 9906 | Prep Time Physical Education |
| 9907 | Prep Time Reading Improvement |
| 9908 | Prep Time Science |
| 9909 | Prep time Other (<i>geography, journalism, language enrichment, library</i>) |
| 9916 | Reading/Accel Literacy Teacher |

FOR NON-INSTRUCTIONAL CERTIFICATED STAFF

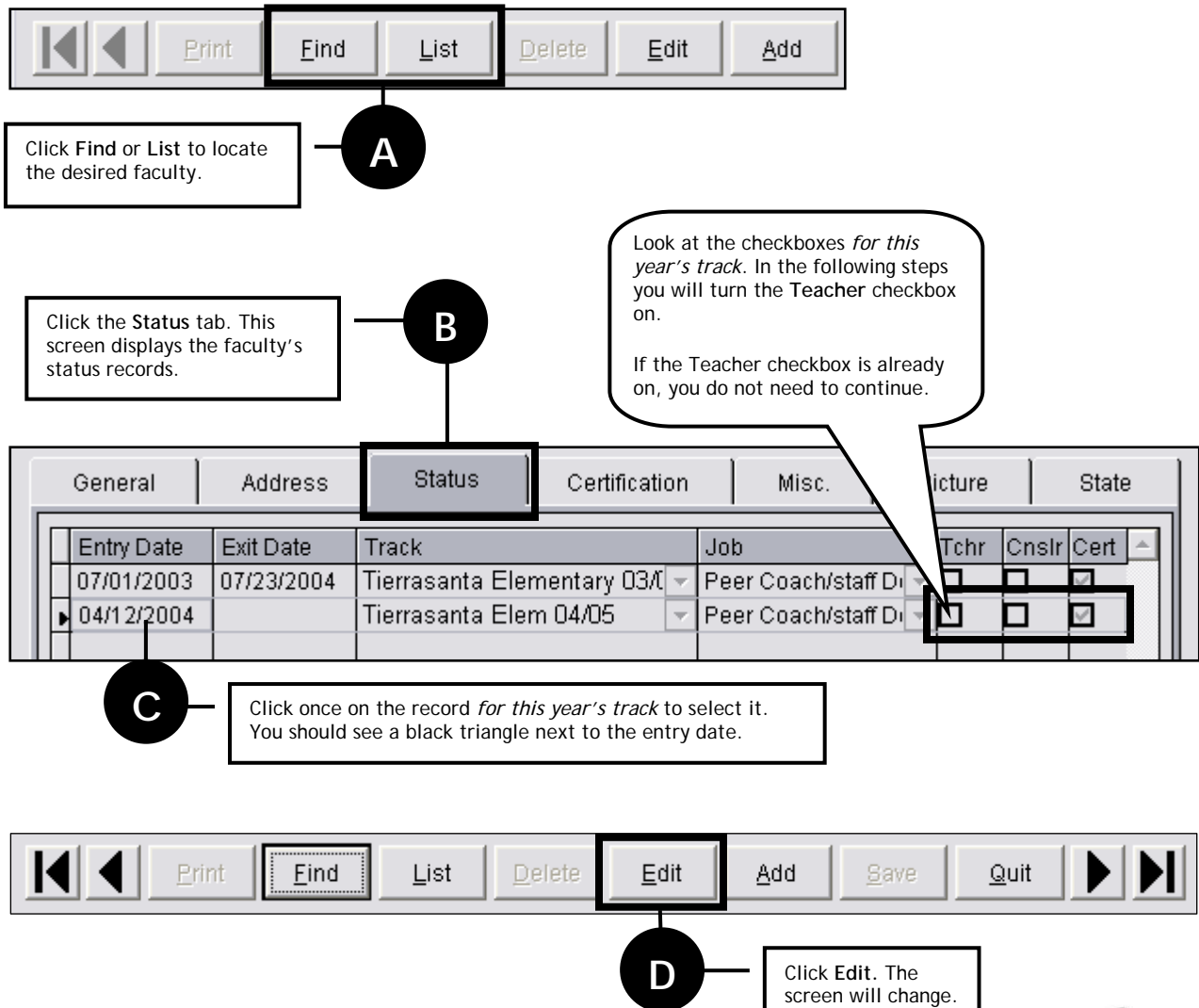
| Course Number | Course Title |
|---------------|---------------------------------|
| 9918 | Res tchr Accel Lit/Early Lit |
| 9919 | Parent Academic Liaison |
| 9920 | Math team tchr-not focus school |
| 9921 | Math specialist-focus school |
| 9990 | Resource teacher integration |
| 9991 | Special education resource |
| 9992 | Other res tchr-admin support |
| 9993 | Other res tchr-inst support |
| 9995 | Administrative Intern |

Flagging Certificated Staff Members as Teachers

For any certificated staff member that fulfills the role of a course listed on page 2, you will need to flag him or her as a teacher. This way, he or she will appear in your master schedule, and you will be able to assign him or her to a 9900-series course.

Follow the steps below to flag certificated staff members as teachers.

- Open Zangle. Click on System. Click on Faculty Info. Click on Faculty.
- Complete Steps A-G. Steps A-D are shown below. Steps E-G are on the following page.



A Click Find or List to locate the desired faculty.

B Click the Status tab. This screen displays the faculty's status records.

Look at the checkboxes for *this year's track*. In the following steps you will turn the Teacher checkbox on.

If the Teacher checkbox is already on, you do not need to continue.

| Entry Date | Exit Date | Track | Job | Tchr | Cnslr | Cert |
|--------------|------------|------------------------------|---------------------------|--------------------------|--------------------------|--------------------------|
| 07/01/2003 | 07/23/2004 | Tierrasanta Elementary 03/04 | Peer Coach/staff Director | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▶ 04/12/2004 | | Tierrasanta Elem 04/05 | Peer Coach/staff Director | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

C Click once on the record for *this year's track* to select it. You should see a black triangle next to the entry date.

D Click Edit. The screen will change.

Faculty Editor - Tierrasanta Elementary

File Help Date: 08/26/2004

Name: Title Last First Middle
Cooke Suzanne

Faculty ID: 211955 Gender: Female Ethnicity: White (not Po)

General Address **Status** Certification Misc.

Faculty Status

Entry Date: 04/12/2004 Track: Tierrasanta Elem 04/05
Exit Date: Status: Active
Evaluation Date: FTE: 0.00
Job Class: Peer Coach/staff Develop Sprvsr Class: <Unset>

Teacher Counselor Certificated
Site Admin Database Admin

Navigation: [Left] [New] [Delete] [Copy] [Right]

Bottom Bar: [Left] [Left] [Print] [Find] [List] [Delete] [Undo] [Add] [Save] [Right] [Right]

Verify that you are editing this year's track. If you are not, click Undo and repeat Steps C and D.

Note: Your track might look different than the picture shown.

You may want to check that the appropriate boxes are checked.

- **Teacher checkbox:** Any faculty that needs to be in the master schedule for this track.
- **Site Admin checkbox:** A school site administrator (principal, vice principal, etc).
- **Counselor checkbox:** A counselor for this track.
- **Database Admin checkbox:** The site Power User for this track. Enables access to PC Admin.
- **Certificated checkbox:** A certificated employee.

Click the Teacher checkbox. **E**

Click Save. You will return to the previous screen. **F**

General Address **Status** Certification Misc. Picture State

| Entry Date | Exit Date | Track | Job | Tchr | Cnslr | Cert |
|------------|------------|------------------------------|--------------------|-------------------------------------|--------------------------|-------------------------------------|
| 07/01/2003 | 07/23/2004 | Tierrasanta Elementary 03/04 | Peer Coach/staff D | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 04/12/2004 | | Tierrasanta Elem 04/05 | Peer Coach/staff D | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

The Teacher checkbox is now on.

Bottom Bar: [Left] [Left] [Print] [Find] [List] [Delete] [Edit] [Add] [Save] [Quit] [Right] [Right]

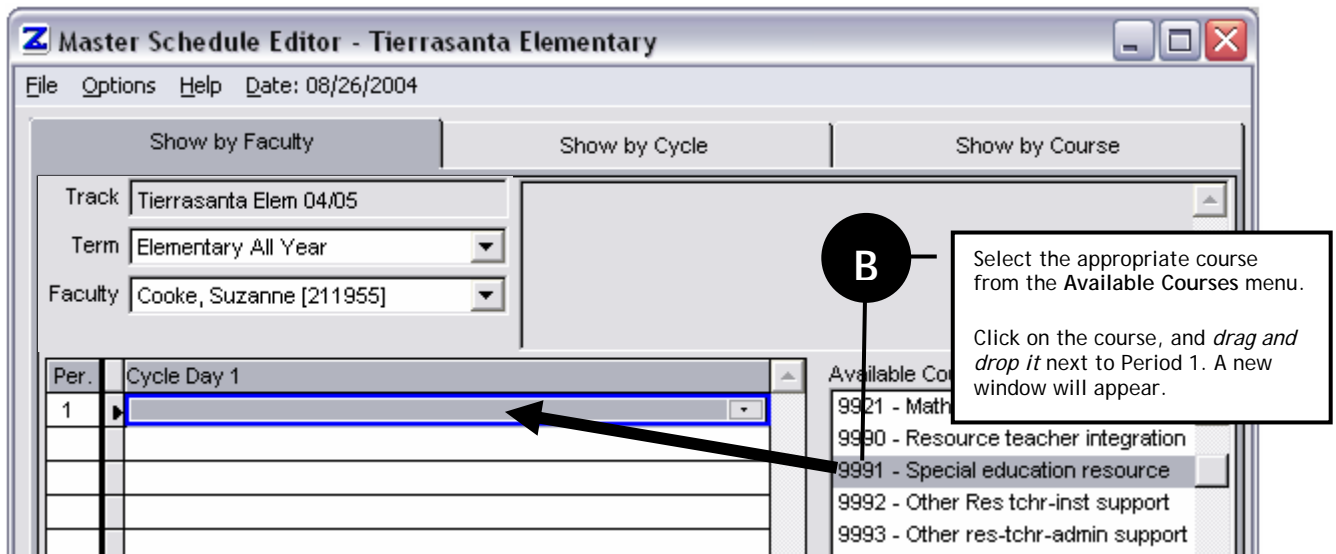
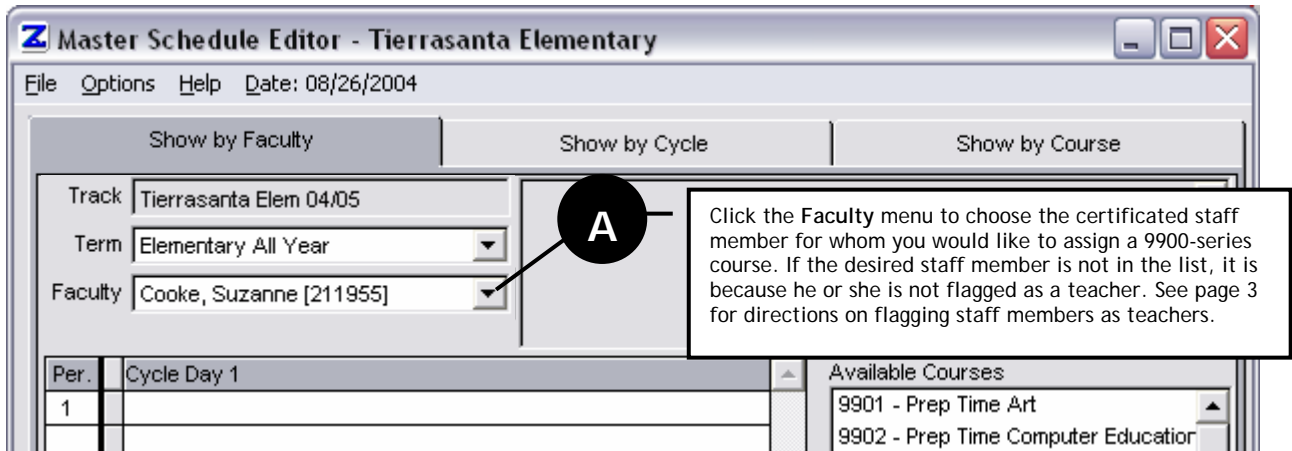
Repeat Steps A-F if you have more staff members to flag. Click Quit when you are finished. **G**

Assigning 9900-Series Courses to Certificated Staff Members

After you have flagged your certificated staff members as teachers, use the **Master Schedule Editor** to assign 9900-series courses to them. **Note:** You will not assign students to these classes.

Follow the steps below to assign courses to certificated staff members.

- Launch **Zangle**. Click on **Scheduling**, then select **Master Schedule**.
- Complete Steps A-D. Steps A and B are shown below. Steps C and D are shown on the following page.



Frequently Asked Questions

Do I need to set up every staff member with these CBEDS courses?

No! Only staff members that qualify as doing the activity indicated in the title of the course should be assigned these courses. And, incidentally, these CBEDS courses are to be applied only to certificated staff.

Do I need to assign all of the CBEDS courses to the staff at my school?

No! Only assign a CBEDS course if that staff member is actually doing that activity.

What CBEDS course do I use if none of them seem to match what that staff person is actually doing?

There are two general CBEDS course numbers available (in both the elementary and the secondary schools lists) to use for this very situation. They are **9992 Other Resource Teacher - Administrative Support** and **9993 Other Resource Teacher - Instructional Support** (instructional support being related to support for the classroom, such as curriculum, materials, and so on).

What do I do with staff that are contracted at the site and are not on the District database?

Do not assign CBEDS courses to this kind of staff. It would not be worth it, as the CBEDS group would have to go through too much trouble to acquire all the other demographic and academic information on these people that the CBEDS report requires.

If a staff person in a secondary school does one of these CBEDS course activities for more than one period in the day, do I have to set them up for every period?

Yes! Assign a CBEDS course and section to a staff person for every period they are engaged in that activity. In most cases these activities only happen during one period. Hopefully, multiple periods will be the exception.